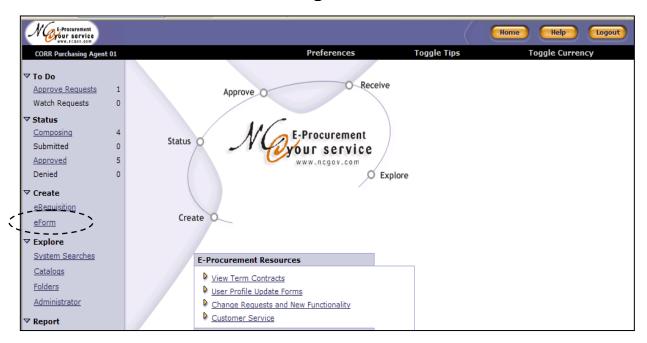# E-Procurement User Mapping in Colleague

Each community college user created in NC E-Procurement Service is assigned a unique login name. In order for the user to create eRequisitions in E-Procurement that are successfully processed by Colleague, the user's E-Procurement login name must be mapped to the **'NCEP User ID'** field in the corresponding user's Colleague Staff and Volunteer Maintenance (SVM) record. This mapping process was completed for each user during the E-Procurement Community College Implementation; however, any new users added to the NC E-Procurement Service will need to be mapped according to this process.
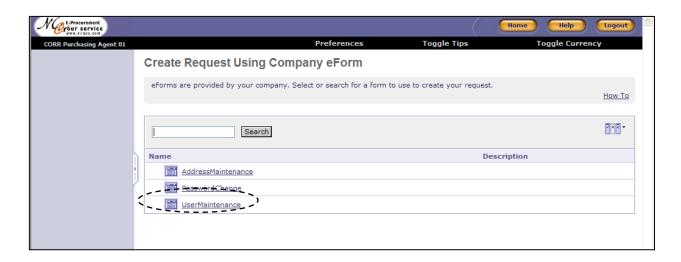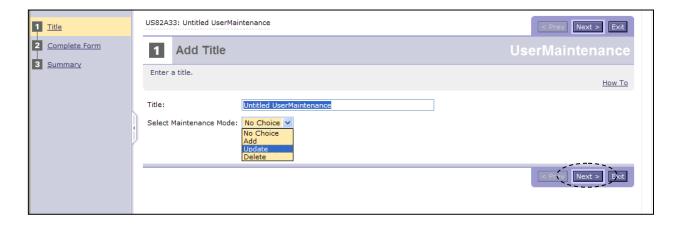
1.0 Locate the E-Procurement Login Name

1. Select the **'eForm'** link from the Shortcut Menu on the E-Procurement homepage.
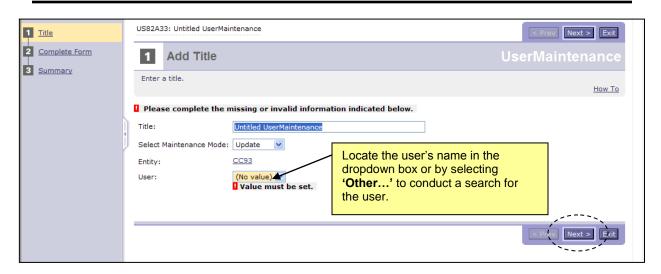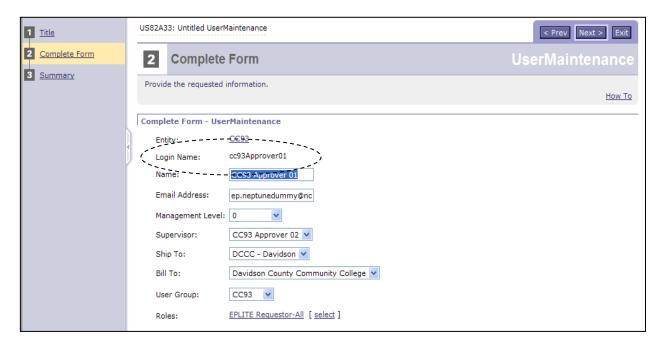
2. Select the **'UserMaintenance'** link.

3. **Title –** It is not necessary to enter a title, as this request will not be submitted.

4. **Select Maintenance Mode –** Select the appropriate type of user maintenance to perform. To locate the login name, select **'update.'**

5. Click **'Next.'**

6. Locate the user's name in the **'User'** dropdown box. If the user's name does not appear in the dropdown box, select **'Other…'** to search for the user.
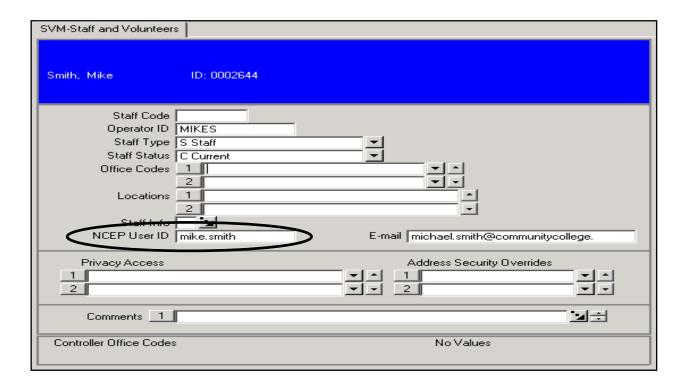
7. Click **'Next.'**

8. Locate the user's E-Procurement Login Name next to the **'Login Name'** field. Make note of this value to enter into the user's Colleague SVM record.

   Note: This value can also be noted during the user setup process.

2.0 Enter the E-Procurement Login Name in Colleague

Once located, the user's E-Procurement Login Name will be entered in the user's SVM record in Colleague. Log into Colleague and locate the user's SVM record. **Note:** All users may not have access to SVM records. Please check with your system administrator to obtain the correct permissions to access these records.

1. Enter the E-Procurement Login Name into the NCEP User ID field.

2. Save the changes and exit the user's SVM record.

Note: This process will need to be completed for each new E-Procurement user's Colleague SVM record.